

# The Gazette of India



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### PART IV

#### Advertisements and Notices by Private Individuals and Private Bodies

##### AIR-INDIA INTERNATIONAL EMPLOYEES' SERVICE REGULATIONS NOTIFICATION

In exercise of the powers conferred by clause (l) of sub-section (2) of Section 45 read with Sections 8(2) and 20(1) of the Air Corporations Act, 1953 (27 of 1953) Air-India International, with the previous approval of the Central Government, makes the following regulations, namely:—

##### CHAPTER I—PRELIMINARY

1. *Short Title*—These regulations may be called the Air-India International Employees' Service Regulations, and define the conditions of service of the employees of the Corporation. They are based on a recognition of the fact that the Air Transport Industry is a public utility service which must operate round the clock on all days of the week.

2. *Commencement and Scope*—(i) These regulations shall come into force on and from the date of notification and shall apply to all employees of the Corporation on Indian scales of pay: Provided that, in respect of part-time or temporary employees, the General Manager may, by general or special order, exclude or limit the application of any of these regulations.

(ii) Nothing contained in these regulations shall have the effect of altering the terms of any contract of employment which may exist between the Corporation and any of its employees, or the provisions of any special law for the time being in force in India or any other country.

3. *Definitions*—In these regulations, unless the context otherwise requires:—

- (a) "the Act" means the Air Corporations Act, 1953, (27 of 1953).
- (b) "Corporation" means the Air-India International Corporation.
- (c) "Chairman" means the Chairman of the Corporation.
- (d) "General Manager" means the General Manager of the Corporation.
- (e) "Competent authority" means in relation to exercise of any power, the Corporation, the Chairman or the General Manager or any other officer specified in that behalf.
- (f) "Head of Department" means the Technical Director, Commercial Director, Financial Controller, Controller of Stores and Purchases and Personnel Manager, or any officer holding temporary

charge for any of them, and any other officer so designated by the Corporation generally or for any specific purpose.

- (g) "Employee" means a person in the service of the Corporation. Employees may be classified into permanent or temporary employees or as probationers or substitutes or as flying and non-flying or ground personnel; or as officers or executives or as supervisory or non-supervisory staff, or as clerks or operatives; or further classified as skilled, semi-skilled and unskilled workers.
- (h) "Permanent employee" means a person who has been confirmed in a permanent vacancy.
- (i) "Family" includes the employee's wife (one only) residing with him and legitimate children residing with and wholly dependent upon him.
- (j) "Temporary employee" means an employee engaged by the Corporation for a limited period or for work of a temporary nature.
- (k) "Month" means a month according to the Gregorian Calendar.
- (l) "Pay" means the amount drawn monthly by an employee as:—
  - (i) Basic pay or basic wages in the grade of the post, held by him substantively or in an officiating capacity; and
  - (ii) Any other emoluments which may be classed as pay.
- (m) "Salary" includes basic pay or basic wages, Dearness Allowance, Foreign Allowance, Conveyance Allowance and Entertainment Allowance. In respect of flight crews it also includes Command Pay, Efficiency Bonus and Navigators Licence Pay where admissible.
- (n) "Temporary transfer" means transfer for a limited period not exceeding one year from the date of posting.

4. *Modification*—Subject to the provisions of Section 45 of the Act, the Corporation reserves to itself the right to modify, cancel or amend any or all of these regulations or orders issued thereunder, and to give effect thereto from any date which the Corporation may deem fit.

5. *Interpretation*—The Corporation reserves to itself the right to interpret the meaning of these regulations and any supplementary regulations or orders issued thereunder, and such interpretation shall be final and binding upon all employees and every person interested therein.

6. *Cancellation*—All previous rules, regulations, rulings, orders or notices relating to any term or condition of service are hereby cancelled to the extent that they are contrary to these regulations.

## CHAPTER II—APPOINTMENTS, PROBATION, ETC.

7. *Medical Examination*—All appointments to permanent vacancies shall be subject to a medical examination by the Corporation's Medical Officer or any other Registered Medical Practitioner approved in this behalf by the General Manager: provided that the General Manager may, for reasons to be recorded in writing, approve of an appointment notwithstanding the medical opinion expressed, if he is satisfied that the disability reported is not likely to affect the occupational suitability of the employee.

8. *Probation*—(i) Every person appointed in a permanent vacancy shall be required to undergo probation for a period of 6 months where the appointment is in a non-supervisory post and 12 months where the appointment is in a supervisory or higher post: Provided that the applicable period may be extended by the Head of Department or reduced at the discretion of the General Manager.

(ii) For the purposes of confirmation: increment and privilege leave the period of probation shall be deemed to have commenced from the first day of the calendar month in cases where the employee joins duty on or before the 15th of that month, and from the first day of the following calendar month in cases where the employee joins duty on or after the 16th of that month.

9. *Training*—All employees are liable to undergo training for such period or periods as may be prescribed by competent authority.

10. *Provident Fund*—All permanent employees on Indian scales of pay shall, on confirmation, be required to subscribe to the Corporation's Provident Fund, provided that they may be wholly or partially exempted from making contributions to the said fund, if they are required to subscribe to any other Superannuation or Pension Fund or a Statutory Provident Fund: Provided further that the Corporation may, in its discretion, permit an employee employed on special contract to become a member of the said Fund on such terms as the Corporation may decide in each case.

11. *Search, hours of work, rest intervals, etc.*—(i) No employee shall enter or leave the Corporation's premises except by the gate or gates appointed for the purpose. While entering or leaving the premises of the Corporation, he may be searched by the Security Staff, if acting without malice, he is suspected of being in wrongful possession of the property belonging to the Corporation. Every search shall be conducted in the presence of not less than two persons and female employee shall not be searched except by a female or in the presence of a male employee except with her consent.

(ii) All employees shall comply with the orders issued from time to time relating to attendance, hours of work, shifts, change-over, rest intervals, or rest pauses and such other matters.

(iii) All employees shall be at work at the time fixed and notified to them. An employee, who after recording his attendance, absents himself from his proper place or places of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent and a proportionate deduction effected from his pay or wages, in accordance with the Payment of Wages Act where applicable.

(iv) The weekly hours of work for all categories of employees shall not exceed 48 hours, and payment of overtime shall be regulated in accordance with the provisions of the Factories Act in respect of workers covered by that Act or by collective agreements or flight regulations, as the case may be.

(v) Subject to the provisions of applicable law, an employee shall be liable to work on a shift or shifts, as may be necessary, which shall change at such periods as may be specified by the Head of the Department. An employee working on a shift shall also be liable to be transferred from one shift to another.

(vi) Meal intervals shall be the subject of local arrangements to suit operating conditions at particular bases or stations, it being understood that during periods of abnormal pressure staff may be required to work through normal meal intervals. In such circumstances an alternative meal interval will be allowed, if practicable, immediately before or after the time of the normal meal interval.

12. *Holidays*—(i) Every employee shall be allowed a weekly holiday.

(ii) The number of additional holidays allowed to employees in a calendar year shall not exceed 16, including holidays for the Republic Day, Independence Day and Mahatma Gandhi's birthday. A list of such holidays will be published before each calendar year.

(iii) An employee covered by the Factories Act who is required to work on a holiday in accordance with this Regulation shall be given a substituted holiday in the manner provided in that Act.

## CHAPTER III—PAY, ALLOWANCES, ETC.

13. *Pay and Allowances*—The Corporation reserves the right to determine, with the prior approval of the Central Government, the scales of pay or allowances applicable from time to time, as may be deemed necessary or desirable.

14. *Pay and Allowance when effective*—The pay and allowances of an employee shall be effective from the date from which he joins the post to which he is appointed. If he joins the post before the rest interval, the pay and allowances shall be admissible from the same day, and if after the rest interval, from the following day.

15. *Increment*—(i) Increments are dependent on business conditions as well as the conduct and ability of the employee and no increment within a grade accrues as of right or as a matter of course. The competent authority may on positive grounds grant or for reasons to be recorded in writing, withhold an increment: Provided that no increment shall be withheld unless (a) the employee is informed in writing of the grounds on which it is proposed to withhold increment and (b) he has been given a reasonable opportunity of showing cause why his increment should not be withheld.

(ii) Where an efficiency bar is prescribed, the increment next above the bar shall not be granted without the specific sanction of the authority empowered to withhold the increment.

## CHAPTER IV—TRANSFERS AND TOURS

16. *Liability for transfer etc.*—An employee is liable to be transferred from one post, department or station to another or sent on tours.

17. *Tours*—An employee shall be deemed to be on tour if he is required to proceed on duty to a place beyond a radius of 25 miles from his headquarters.

18. *Travelling*—(i) An employee on transfer or on tour and his family where permitted, shall travel by air, rail or road as may be required by competent authority.

(ii) All employees and their families travelling in the Corporation's aircraft under these regulations shall travel in the lowest class, but the General Manager may by general or special order and on such terms as he may deem appropriate, permit any employee or class of employees and their families to travel in any higher class.

(iii) The family of an employee permitted to travel by air under this regulation shall be entitled to the same facilities as the employees.

19. *Allowances*—An employee on transfer or on tour, as the case may be, shall be entitled to receive such travelling and other allowances as may be laid down from time to time by the Corporation with the prior approval of the Central Government.

## CHAPTER V—LEAVE

20. *Kinds of Leave*—Permanent employees on Indian scales of pay will be eligible to the following types of leave:—

- (a) Casual Leave.
- (b) Privilege Leave.
- (c) Sick Leave.
- (d) Ex-gratia Sick Leave.
- (e) Accident or Disability Leave.
- (f) Study Leave.
- (g) Maternity Leave, and
- (h) Extraordinary Leave without pay.

21. *General Conditions regarding Leave*—(i) No leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service.

(ii) An employee may be required to take such Privilege Leave as the competent authority may prescribe. If leave so offered is not availed of by the employee, he shall forfeit it and his leave account shall be debited accordingly.

(iii) All leave shall be applied for in writing addressed to the competent authority. In case the application is for Privilege or Study Leave, such application shall be submitted at least 15 days prior to the date of commencement of leave.

(iv) Sundays or holidays may not be prefixed and/or suffixed to any type of leave except with the prior permission of the competent authority. When so allowed they shall not be counted as part of the leave.

(v) Sundays or holidays intervening during Privilege Leave period shall count as part of the leave.

(vi) If leave is refused, postponed, curtailed or revoked, the reasons therefor shall be recorded in writing and communicated to the employee.

(vii) All leave to the credit of an employee shall ordinarily lapse on the date of retirement, resignation or termination of service: Provided that Privilege Leave admissible and applied for in writing well ahead of the date of retirement, and refused in writing by competent authority may be granted from the date of retirement.

**22. Casual Leave**—An employee will be eligible for 7 days' Casual Leave with salary in a Financial Year. This leave shall not be accumulated nor shall it be combined with any other kind of paid leave. Ordinarily, not more than 3 days' Casual Leave will be granted at a time.

**23. Privilege Leave**—On completion of 12 months' service, a permanent employee will be eligible for 30 days Privilege Leave with salary. On completion of the first 12 months' service, his Privilege Leave account will be credited with two and half days Privilege Leave per month, except in the case of Operating Crews whose Privilege Leave accounts will be credited at the end of each financial year with 30 days or proportionate number of days, as the case may be. Privilege Leave can be accumulated up to 90 days, but an accumulation in excess of 90 days may be allowed by the General Manager in special cases.

**24. Sick Leave**—(i) An employee other than Flight Crew, will be eligible for 3 days and F. gn. Crews to 1 days Sick Leave with salary in a Financial Year.

(ii) Sick Leave for a period exceeding two days shall be supported by a medical certificate of the Corporation's Medical Officer or of any other registered medical practitioner whose certificate is acceptable to the Corporation.

**25. Ex-gratia Sick Leave**—The General Manager may, in his discretion, grant in deserving cases Ex-gratia Sick Leave as follows:—

(i) 30 days leave with half pay and half dearness allowance or foreign allowance, as may be admissible, for every two years of completed service subject to a maximum of 60 days in all.

(ii) Ex-gratia Sick Leave will commence only after an employee has exhausted all other categories of leave on full pay.

(iii) Leave in excess of the maximum Ex-gratia Sick Leave permissible will be without pay.

**26. Accident and Disability Leave**—(i) An employee injured in and during the course of his employment, or who contracts an occupational disease as a result of his employment, may on the production of a medical certificate acceptable to the competent authority be granted leave with salary for a period not exceeding 90 days.

(ii) The grant of this leave is subject to the following conditions, namely:—

(a) that the accident or illness was not due to the employee's own negligence or default, and

(b) that he obeys all instructions given by approved medical authority as to treatment during the period of absence.

(iii) In the case of an employee governed by the Workmen's Compensation Act or the Employees' State Insurance Act, the salary paid to him during such leave shall be subject to adjustment of any compensation or benefit admissible under any of the aforesaid Acts.

**27. Study Leave**—Study Leave may be granted by the General Manager in accordance with the procedure prescribed by the Corporation.

**28. Maternity Leave**—Where the local law applicable to a station does not provide for the grant of Maternity Leave to female employees, or where such employees are not covered by any scheme of Social or Health Insurance, Head of a Department or the Station Head, as the case may be, may grant to a female employee in permanent employ Maternity Leave on full salary for a period which may extend upto 90 days from the date of its commencement, or to the end of six weeks from the date of confinement, whichever is earlier.

**29. Extraordinary Leave**—Extraordinary Leave may be granted by the General Manager to an employee in exceptional cases, when no other leave is due to him: Provided that when such leave is granted with pay, it shall be debitible to the employee's future leave account.

**30. Temporary Employees**—No leave of any kind shall be admissible to temporary employees except the leave with wages to which they may be entitled under the Factories Act or the law relating to Shops and Commercial Establishments where it is applicable.

## CHAPTER VI—INSURANCE AND COMPENSATION

31. In the event of death or disablement while on duty, by an accident to an employee not governed by the Workmen's Compensation Act or the Employees' State Insurance Act, the Corporation may pay to him or to his legal representatives, as the case may be, compensation at such rates as it may, with the previous approval of the Central Government, lay down from time to time, unless such accident is attributable to his own neglect, default or a breach of the standing instructions.

## CHAPTER VII—CONDUCT AND DISCIPLINE

**32. General Conduct**—Every employee shall at all times maintain absolute integrity and devotion to duty and conduct himself in a manner conducive to the best interests, credit and prestige of the Corporation.

**33. Restriction on other Employment, etc.**—An employee shall be deemed to be a whole-time servant of the Corporation and shall not, without the express authority of the General Manager, directly or indirectly engage in any other business, occupation or employment, nor shall he, without such express authority, accept any fee, emoluments, commission, honorarium, gift, gratuity, or reward whatsoever from any other person.

**34. Restriction on Publications, etc.**—No employee shall, except with the previous approval of the General Manager, in his own name or in the name of any other person:—

(a) own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other publication, or

(b) participate in any radio broadcast or contribute any article to any newspaper or other publication.

Provided that no such approval shall be required if such broadcast or contribution is of a purely literary, artistic or scientific character or is made in the bona fide discharge of the employee's duties.

**35. Giving of Evidence**—(i) Save as provided in sub-regulation (ii), no employee shall, except with the previous approval of the General Manager, give evidence in connection with any inquiry conducted by any persons, committees or authority.

(ii) Nothing in this regulation shall apply to evidence given:—

(a) to an inquiry before an authority appointed by Government, Parliament or State Legislature; or

(b) in any judicial inquiry; or

(c) at any departmental inquiry ordered by competent authority.

**36. Indebtedness**—An employee shall avoid habitual indebtedness. He shall be liable to be discharged on being adjudged or declared insolvent.

**37. Insolvency**—An employee who applies to be, or is adjudged or declared insolvent, shall forthwith report the fact in writing to the Head of his Department.

38. **Borrowing**—(i) No employee shall, save in the ordinary course of business with a bank or a firm of standing, borrow money from or otherwise place himself under pecuniary obligation to any person with whom he is likely to have official dealings or permit any such borrowing or pecuniary obligation in his name or for his benefit or for the benefit of any member of his family: Provided that he may accept or permit acceptance of a purely temporary loan of a small amount from a personal friend or relative or operate a credit account with a bona fide tradesman.

(ii) When an employee is appointed or transferred to a post of such nature as to involve him in a breach of sub-regulation (i) he shall forthwith report the circumstances to the competent authority and thereafter act in the manner directed by such authority.

39. **Vindication of Official Acts**—No employee shall, except with the previous sanction of competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject of adverse criticism or an attack of defamatory character: Provided that nothing in this regulation shall be deemed to preclude an employee from vindicating his private character or any act done by him in his private/personal capacity.

40. **Influence**—No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service in the Corporation.

41. **Bigamous Marriages**—No employee who has a wife living shall contract another marriage without previous sanction of the General Manager, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him. Likewise no female employee of the Corporation shall marry any person who has a wife living without obtaining such previous permission.

42. **Misconduct**—Any breach of these regulations shall be deemed to constitute a misconduct punishable as provided hereinafter. Without prejudice to the generality of the term 'misconduct' it shall be deemed to include the following:—

(i) Wilful insubordination or disobedience, whether or not in combination with others, or any lawful and reasonable order of his superior, or commission of any act subversive of discipline or of good behaviour.

(ii) Participation in an illegal strike or abetting, inciting, instigating or acting in furtherance thereof.

(iii) Wilful slowing down in performance of work, malingering or abetment, or instigation thereof or interference with the work of other employees.

(iv) Theft, fraud or dishonesty in connection with the business or property of the Corporation.

(v) Taking or giving bribes or any illegal gratification.

(vi) Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation or absence from the employee's appointed place of work without permission or sufficient cause.

(vii) Habitual late attendance.

(viii) Breach of any law, rules, regulations or orders applicable to the establishment.

(ix) Collection without the permission of competent authority of any money except as sanctioned by the law of the land or the rules of the Corporation for the time being in force.

(x) Engaging in any business or trade within the premises of the establishment.

(xi) Drunkenness, riotous, disorderly or indecent behaviour, gambling, extortion or committing nuisance on the premises of the establishment.

(xii) Habitual negligence or neglect of work.

(xiii) Wilful damage to work in process or to any property of the Corporation.

(xiv) Interference with any safety devices installed in or about the establishment or any airport or aerodrome.

(xv) Holding meetings inside the premises of the establishment without previous permission of competent authority except in accordance with the provisions of any law for the time being in force.

(xvi) Distribution or exhibition of any newspapers, hand bills, pamphlets, or posters without the previous sanction of competent authority.

(xvii) Disclosure to any unauthorised person of information relating to the Corporation's business or to Defence or Security measures, or communicating directly or indirectly to any outside party any documents or information which has come into his possession, or of which he has secured knowledge in the course of his official duties, unless expressly permitted by the Central Manager.

(xviii) Smoking within the premises of the establishment, where smoking is prohibited.

(xix) Failure to inform the Corporation's Medical Officer of any notifiable or contagious disease contracted by the employee or any member of his family.

(xx) Conviction in any court of law for any criminal offence involving moral turpitude.

(xxi) Misrepresentation regarding name, age, qualification, previous service or experience at the time of employment.

(xxii) Purchasing from or selling to the Corporation properties, machinery, stores etc. without the express permission of the General Manager.

(xxiii) Unauthorised removal or defacement of notices on the Corporation's notice boards.

(xxiv) Abetment of or attempt to commit any of the above acts of misconduct.

43. **Punishments**—Anyone or more of the following punishments, may for good and sufficient reason, be imposed by competent authority on any employee of the Corporation:—

(a) **Censure**.

(b) **Fine**, as provided in the Payment of Wages Act where applicable.

(c) **Withholding of increment or Efficiency Bonus where applicable**.

(d) **Demotion to a lower grade of pay, or reduction to a lower stage in a time-scale**.

(e) **Recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or any breach of any rules regulations or orders**.

(f) **Suspension on loss of salary**.

(g) **Discharge**.

(h) **Dismissal**.

*Explanation (i):*

Termination of service of any employee:—

(a) Under regulation 48.

(b) Appointed under contract in accordance with or on the expiration of the period of such contract.

shall not be deemed to be removal from service or dismissal within the meaning of this regulation.

*Explanation (ii):*

(a) Suspension of an employee pending enquiry into the misconduct alleged against him, shall not be deemed to be a punishment.

(b) When an employee is under suspension pending enquiry, he will be entitled to such pay and allowances as he would have drawn if he were not so suspended unless the authority ordering suspension otherwise directs.

44. **Procedure for Awarding Punishments**—No order of punishment under regulation 43 other than those under clauses (a) and (e) of that regulation, shall be passed on any employee unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an adequate opportunity of defending himself.

45. Appeals—An appeal shall lie from the decision of the authority imposing a punishment, but only to the extent permitted hereunder:

Class of employee	Nature of punishment	Authority empowered to award punishment	Appeal lies to
Whose appointment is sanctioned by Head of Department.	Censure .. .. Fine or recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or breach of orders or rules. Suspension .. .. Withholding of increments or efficiency bonus where applicable. Demotion to a lower post or scale of pay or reduction to a lower stage in the same scale of pay. Discharge or removal from service .. Dismissal .. ..	Departmental Head .. ..	None. None. General Manager. General Manager. General Manager. General Manager. General Manager.
Whose appointment is sanctioned by authority higher than the Departmental Head.	Censure .. .. Fine or recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or breach of orders or rules. Suspension .. .. Withholding of increments or efficiency bonus where applicable.	Departmental Head .. ..	None. None. General Manager. General Manager.
Whose appointment is sanctioned by the General Manager.	Censure .. .. Fine or recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or breach of orders or rules. Suspension .. .. Withholding of increments or Efficiency Bonus where applicable. Demotion to a lower post or scale of pay or reduction to a lower stage in the same scale of pay. Discharge or removal from service .. Dismissal .. ..	General Manager .. ..	None. None. (Chairman. Chairman. Chairman. Chairman. Chairman. Chairman.
Employees other than Head of Department whose appointment is sanctioned by authority higher than the General Manager.	Censure .. .. Fine or recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or breach of orders or rules. Suspension .. .. Withholding of increments or efficiency bonus where applicable. Demotion to a lower post or scale of pay or reduction to a lower stage in the same scale of pay. Discharge or removal from service .. Dismissal .. ..	General Manager .. ..	None. None. (Chairman. Chairman. Chairman. Chairman.
Heads of Departments .. ..	Censure .. .. Fine or recovery from pay of the whole or part of any loss caused to the Corporation by the employee's negligence, default or breach of orders or rules. Suspension .. .. Withholding of increment .. .. Demotion to a lower post or scale of pay or reduction to a lower stage in the same scale of pay. Discharge or removal from service .. Dismissal .. ..	General Manager .. .. General Manager .. .. Chairman .. .. Chairman .. .. Chairman .. .. Chairman .. ..	None. Chairman. Corporation. Corporation.

#### CHAPTER VIII—RETIREMENT AND TERMINATION

46. *Retiring Age*—An employee shall retire from the service of the Corporation upon attaining the age of 55 years, except in the following cases when he/she shall retire earlier:

- (a) Any employee, upon becoming medically unfit for carrying out his/her duties;
- (b) A member of the flight crew, upon his licence/ endorsement being cancelled or withdrawn.
- (c) An Air Hostess, upon attaining the age of 30 years or on marriage, whichever occurs earlier.

47. *Extension of Service*—Notwithstanding anything contained in Regulation 46, the services of an employee may, at the option of the General Manager but on the employee being found medically fit, be extended by one year at a time beyond the age of retirement for an aggregate period not exceeding five years.

48. *Termination*—The services of an employee may be terminated without assigning any reason, as under:

- (a) of a permanent employee by giving him 30 days' notice in writing or salary in lieu of notice;
- (b) of an employee on probation by giving him 7 days' notice in writing or salary in lieu of notice;
- (c) of a temporary employee by giving him 24 hours' notice in writing or salary in lieu of notice.

49. *Resignation*—(i) No employee shall resign from the service of the Corporation except by giving such written notice as he would have received under Regulation 51 if his services were to be terminated, unless at the request of the employee such notice is waived or a shorter notice is accepted in writing by competent authority.

(ii) A resignation given under (i) above may be accepted with immediate effect or at any time before the expiry of the period of notice, in which case the employee shall be paid his salary in respect of the entire period of notice given by him.

(iii) In case a shorter period of notice is accepted at the request of the employee, he shall be entitled to receive his pay and allowances only for the actual number of days worked.

(iv) If an employee leaves the service of the Corporation without giving any notice or by giving inadequate notice, such resignation shall be liable to be construed as a misconduct and may entail any or all of the punishments prescribed under Regulation 43.

#### CHAPTER IX—MISCELLANEOUS

**50. Uniforms**—(i) Such categories of employees as may be specified from time to time shall, while on duty, wear uniforms supplied to them.

(ii) Employees who have been supplied with uniforms under sub-regulation (i) above shall exercise proper care in preserving them in good condition. Uniforms will, at all times, remain the property of the Corporation and must be returned in the event of an employee ceasing to be in its service.

**51. Return of Corporation's Property**—An employee shall, on ceasing to be in the service of the Corporation, give proper account of all property of the Corporation in his possession, custody, or charge. Any failure to comply with this regulation will result in the withholding or deduction from the salary of the employee.

**52. Inventions and Patents**—No employee shall, without the previous consent in writing of the competent authority apply for a patent or exclusive privilege in respect of any invention under any enactment, if such invention is made by him when in the service of the Corporation and he shall, in the event of a patent or exclusive privilege under any such enactment to make, sell and use such invention, or allow others to do so, being granted to him, grant to the Corporation the unqualified right to adopt and use the said invention without its being obliged to pay and royalty or other consideration therefor. He shall not assign charge or transfer in any manner whatsoever his original or any extended patent or exclusive privilege in respect of the said invention, without the previous consent in writing of the competent authority and without providing for the unqualified use, free of charge to the Corporation, of the said invention and further he shall, on demand, execute in favour of the Corporation such letter of licence, or other deed or document for the purpose as it may advise; Provided always that the Corporation at any time within six months of the receipt of an intimation from the employee that he has acquired such patent or exclusive privilege in India or abroad shall have the right to require the employee to transfer and assign such patent or exclusive privilege to the Corporation for such consideration as the competent authority shall at its discretion fix and if such right be exercised the employee shall execute all such deeds of assignment, grants and assurances and do all such acts, deeds and things for vesting in the Corporation and/or its nominee the ownership of the patent or exclusive privilege and the full benefit thereof as the competent authority shall require.

#### CHAPTER X—Lay-off

**53. (i)** In the event of a fire, catastrophe, breakdown of machinery stoppage of supply of power or aviation spirit, epidemic, civil commotion or other cause of like nature beyond the control of the Corporation, the General Manager may, at any time without notice or compensation in lieu of notice stop any machine or close down any department, wholly or partially or the whole or part of the establishment for a reasonable period.

**(ii)** In the event, however, of the stoppage or cancellation of Air Services due to circumstances beyond the control of the Corporation, the General Manager may at any time close down any machine or department affected by such stoppage or cancellation.

**(iii)** The fact of such stoppage or closure shall be notified on the Notice Boards.

**(iv)** In the event of a stoppage under foregoing sub-regulation (i) during working hours, the employees affected shall be notified as soon as practicable, when work will be resumed and whether they are to remain or leave the establishment. The period of detention in the establishment shall not ordinarily exceed one hour after the commencement of the stoppage. If the period of detention does not exceed one hour employees so detained shall not be paid for such period. If the period of detention in the establishment exceeds one hour, employees so detained shall be entitled to receive wages (including all allowances) for the whole of the time during which they are detained in the establishment as a result of the stoppage. Wherever practicable, reasonable notice shall be given of the resumption of normal work and all such

employees laid off under this regulation who present themselves for work, when work is resumed, shall be given preference for employment.

**(v)** All notices required to be given under this regulation shall be displayed on the notice boards at the time-keeper's office and at the main entrance to the establishment. Where a notice pertains to a particular department or departments only, it shall also be displayed in the department concerned.

**54.** The General Manager may due to the curtailment of services or of other work of the establishment lay off employees for a period not exceeding six days in the aggregate (excluding statutory holidays) in any month provided that seven days' notice is given. An employee laid off under this regulation for more than five days in a month may, on being laid off, leave his employment on intimation of his intention to do so.

**55. (i)** In cases where employees are laid off under regulations 53 and 54, they shall be considered as temporarily unemployed and the period of such unemployment shall be treated as leave with pay to the extent such leave is admissible and leave without pay for the balance of the period. When, however, employees have to be laid off for an indefinite period exceeding two months, their services may be terminated after giving them due notice or pay in lieu thereof.

**(ii)** The services of employees who have been discharged in accordance with the foregoing sub-regulation (i) shall, on their re-employment, be treated, for the purpose of calculating length of service, as continuous, provided that they are re-employed within six months from the date on which their services were terminated.

**56. (i)** Subject to any law for the time being in force, the General Manager may in the event of a strike affecting either wholly or partially any one or more department or departments of the Corporation, close down either wholly or partially such department or departments and any other department or departments affected by such closing down and for any period or periods without prior notice.

**(ii)** The fact of such closure shall be notified by notices posted on the notice boards.

**(iii)** The date of resumption of work shall be notified on the notice boards not later than twenty-four hours before the actual resumption of work.

**57.** Claims for lay-off compensation or retrenchment benefits under regulations 53 to 56 above, shall be decided in accordance with the provisions of the Industrial Disputes Act where applicable.

B. R. PATEL  
General Manager  
Air-India International

#### THE PUNJAB COMPANY LIMITED

##### Notification by the Punjab Company Limited Bhatinda

Dated the 1st October 1959

The approval of the Secretary, Forward Markets Commission under Sub-Section (1) of Section 11 of the Forward Contracts (Regulation) Act, 1952 (74 of 1952) read with S.O. No. 2462 dated the 24th November 1958, has been obtained to the following amendments made to the Bye-laws of the Punjab Company Limited, Bhatinda, the same having been previously placed on the Notice Board of the Association pursuant to Section 11 of the said Act and Rule 11 of the Forward Contracts (Regulation) Rules, 1954.

#### AMENDMENTS

1. In Bye-law 18, for the figure and letters "10 A.M.", the figure and letters "3 P.M." shall be substituted.
2. In Bye-law 105, for the figure and letters "3 P.M.", the figure and letters "5.30 P.M." shall be substituted.

ROSHAN LAL GUPTA  
Secretary  
The Punjab Company Ltd.  
Bhatinda

## LOST

The Government Promissory Note No. MSO 49587 of the 3 per cent loan of 1953-55 for Rs. 1,000 originally standing in the name of Imperial Bank of India and last endorsed to Erkara Vasudevan Vadhyan Namboodiri Ittithyan Vadhyan Namboodiri, the proprietor, by whom it was never endorsed, to any other person, having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Madras and that application is about to be made for payment of the discharge value to the undersigned. The public are cautioned against purchasing or otherwise dealing with the abovementioned security.

Name of the advertiser—Erkara Manakkal Vasudevan

Vadhyan Namboodiri

Succession Certificate holder in the estate of Erkara Vasudevan Vadhyan Namboodiri Ittithyan Vadhyan Namboodiri

Residence—Marakkara P.O., Via Kottakal, S. Malabar.

## LOST

The undernoted Government Promissory Notes for aggregating Rupees 2,600 originally standing in the name of Durga Devi (since deceased).

The proprietor, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the undernoted note(s) and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, New Delhi, and that application is about to be made for the issue of duplicate(s)\*/for payment of the discharge value in favour of the legal heir to the proprietor. The public are cautioned against purchasing or otherwise dealing with the undernoted securities.

Name of the Advertiser—Ganga Ram (Legal Heir) Proprietor.

Residence—M/s. Than Singh Janki Parshad, 3705, Suddar Bazar, Ambala Cantt.

No.	Loan	Amount
106578	3½% 1884-85	Rs. 500/-
106574/76	"	Rs. 100/- each
106580/82	"	Rs. 100/-
207281	"	Rs. 500/-
207233/87	"	Rs. 100/- each
082884	3% 1896-97	Rs. 500/-
082885	Do.	Rs. 100/-

## LOST

The Government Promissory Note No. 2140 of the 3 per cent. loan of Bhavnagar State Bonds 1960 for Rs. 1,000 originally standing in the name of Gulabchand Anandji and Champaben Mohanlal and last endorsed to Vrajlal Bhikhabhai Shah, Kantilal Vrajlal Shah and Mahipatral Vrajlal Shah the proprietor(s), by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of Duplicate in favour of the proprietor(s). The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the advertiser—Shri Vrajlal Bhikhabhai Shah.

Residence—Old Shakhpith, Bhavnagar.

## LOST

The Government Promissory Note No. BY 072317 of the three per cent loan of 1970-75 for Rs. 500 originally standing in the name of The Reserve Bank of India and last endorsed to Valji Jagomal the proprietor, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above Note(s) and

the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of Duplicate(s) in favour of the proprietor. The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the advertiser—Shri Valji Jagomal.

Residence—Moti Bazzar, Palanpur, Dist. Banaskantha

## LOST

The Government Promissory Note No. MS050140 and MS050153 of the THREE PER CENT VICTORY LOAN of 1957 for Rs. 100.00 & Rs. 200.00 respectively originally standing in the name of the Reserve Bank of India, and last endorsed to Shri Polisetty Venkataraman the proprietor, by whom they were never endorsed, to any other person, having been lost, notice is hereby given that the payment of the above notes and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Madras and the application is about to be made for payment of the discharge value in favour of the proprietor. The Public are cautioned against purchasing or otherwise dealing with the above mentioned securities.

Name of the advertiser—POLISETTY VENKATARAMAN.

Residence—Challapalli B.P.O., Amalapuram Tq., East Godavari District.

## LOST

The Government Promissory Note No. BY016086 of the 4% Hyd. State Deb. Loan 1963 for Rs. 500/- originally standing in the name of Reserve Bank of India, and last endorsed to Katkam Veerayya s/o Balayya the proprietor by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of Duplicate in favour of the proprietor. The Public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the advertiser—Shri Katkam Veerayya.

Residence—Andole, P. O. Jogipet, Madak District, Hyderabad—Dn. A.P.

## LOST

The Government Promissory Note No. BY120971 of the 3 per cent conversion loan of 1946 for Rs. 500/- originally standing in the name of Vishnu Vinayak Joshi and last endorsed to Krishnaji Vasudev Kelkar the proprietor, by whom it was never endorsed to any other person, having been lost, notice is hereby given that the payment of the above note and the interest thereon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay and that application is about to be made for the issue of Duplicate in favour of the proprietor. The Public are cautioned against purchasing or otherwise dealing with the above mentioned security.

Name of the advertiser—Dr. Krishnaji Vasudev Kelkar

Residence—Keshav Nivas, Opposite B. T. College, Shapurji, Kolhapur.

## LOST

The Government Promissory Note No. MS030041 of the 3½ per cent National Plan Loan 1964 for Rs. 200/- originally standing in the name of the Imperial Bank of India and last endorsed to Kundah Panchayat the Proprietor(s), by whom it was never endorsed, to any other person, having been lost, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Madras and that application is about to be made for the issue of duplicate in favour of the proprietor(s). The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

THE PRESIDENT  
Kundah Panchayat  
The Nilgiris

**STOLEN**

The Government Promissory Note No. BY008760 of the 3½ per cent National Plan Bonds, 1st issue for Rs. 5,000/- originally standing in the name of State Bank of India, and last endorsed to The Deccan Paper Mills Co. Ltd., the proprietors, by whom it was never endorsed to any other person, having been stolen, notice is hereby given that the payment of the above Note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Bombay, and that application is about to be made for the issue of Duplicate in favour of the proprietors. The public are cautioned against purchasing or otherwise dealing with the above mentioned security.

*Name of the advertiser*—The Deccan Paper Mills Co. Ltd.

*Residence*—Commonwealth Building, Laxmi Road, Poona-2.

**DESTROYED**

The Government Promissory Note No. DHO 19461 of the 3 per cent. Victory Loan 1957 for Rs. 200 originally standing in the name of Imperial Bank of India ad last endorsed to Jhaman Lal the proprietor, by whom it was never endorsed to any other person, having been destroyed, notice is hereby given that the payment of the above note and the interest thereupon has been stopped at the Public Debt Office, Reserve Bank of India, Delhi, and that application is about to be made for the issue of duplicate for payment of the discharge value in favour of the proprietor. The public are cautioned against purchasing or otherwise dealing with the abovementioned Security.

*Name of the Advertiser*—Jhaman Lal, c/o Shree Gainda Lal.

*Residence*—Jaruwa Katra, Distt. Agra

**CHANGE OF NAME**

I. K. DASARAJ, Welder, Integral Coach Factory, Madras-23, shall henceforth be known as K. IMAYAN.

**CHANGE OF NAME**

It is hereby notified that the undersigned has changed his name from Nathubava Umedbava Thakore to NATVARSINH UMEDSINH THAKORE.

*At*—Surat.

*Post*—Surat.

*Taluka*—Choracl.

*District*—Surat.

*Date*—5th September.

NATHUBAVA UMEDBAVA THAKORE

*Signature (in old Name)*

**CHANGE OF NAME**

Be it known to all that I, Bismillah, S/o Mohd. Isa, Moh. Allahdadpur Gorakhpur, employed as APC at Lucknow Station, N. Rly. have changed my name as Mohd. Qasim Ayubi, I have relinquished my previous name and henceforth be called as Mohd. Qasim Ayubi.

**CHANGE OF NAME**

I, Shri Hotilal Jamadar s/o Shri Dalchand, change my name to Hotilal Chand s/o Shri Dalchand employed as Khalasi, in N.F. Rly., Pandu, all concern to please note.

**CHANGE OF NAME**

Be it known to all that I Mannu Lal who worked in Kanpur H. & S. Factory Kanpur want to change my name Soney Singh Chouhan.

**CHANGE OF NAME**

The undermentioned officer is permitted to change his name as under:—

From Capt RATI RAM (IC-10283) to 'Capt MALIK RATI RAM' (IC-10283).

**CHANGE OF NAME**

Major EKNATH GANPATRAO BALGUDÉ (IC 2810), VII/I/U/52963, permitted to change the name of the officer as now shown.

(Authy—Army HQ letter No 02809/320/MS3C of 10 Aug 59).

PC LAL

Lt Col

Commanding 19 Maratha LI

**CHANGE OF NAME**

I. P. Gopinath Menon shall henceforward be known as P. Gopinath.

**CHANGE OF NAME**

S. Nazeemuddin shall henceforth be known as Samiulla Shariff in all office records.

**CHANGE OF NAME**

I. KRISHANA HARNOO, Neutral Train Examiner, Ajni, Nagpur should in future be known as K. H. SALVE (KRISHANA HARNARAYAN SALVE).

**CHANGE OF NAME**

Be it known that I Ronald Ashok Hilson have changed my name to Ashok Ronald Lall.

**CHANGE OF NAME**

I. P. Santiago, Clerk, Divisional Accounts Office, Southern Railway, Madurai, shall henceforth be called, known and addressed as "P. Nambirajan".

**CHANGE OF NAME**

I. N. S. Arumugham, now sub-Postmaster, Keeranur-Pudukottai shall henceforth be known as 'N. S. ARUMUGAM SARALA'.

**CHANGE OF NAME**

"Sri Jatindra Kumar Dey (Restgiver) Booking Clerk. N. F. Rly. Pandu Rly. Station, P.O. Pandu, Dist. Kamrup (Assam), has given Affidavit in the Court of 1st Class Magistrate Gauhati on 29-7-58 regarding change of his surname from Dey to Majumder. Hereafter he will be called and known as Jatindra Kumar Majumder instead of Jatindra Kumar Dey in all records of Government as well as private. This change will be effected in case of his family members also."

**CHANGE OF NAME**

*Present Name*—

Vishwanath Pandurang Girimkar.

*Desire to known in future*—

Vishwanath Pandurang Jadhav.

**CHANGE OF NAME**

I, Shri Elli Raghunath s/o E. Balaji of Chatrapur (G.M.) working as a District National Savings Organiser in the Ministry of Finance herewith change my name to Raghunath Nath in the Court of the 1st Class Magistrate, Bhanupatna.

RAGHUNATH NATH

## CHANGE OF NAME

I, Umed Singh Patwal son of Shri Chandrasingh Gusain, employed as Task Work Massenger in the Central Telegraph Office New Delhi do hereby declare that my name Umed Singh Patwal son of Shri Chandrasingh Gusain which has been recorded in the official records, henceforth be called as Umed Singh Gusain son of Shri Chandrasingh Gusain.

Umed Singh Patwal

## CHANGE OF SURNAME

For Sambhu Nath, Labourer T/No. 362, Chitpur Carriage Shed E. Railway, Read Sambhu Nath Sen, Labourer T/No. 362 Chitpur Carriage Shed E. Railway.

## CHANGE OF NAME

I the undersigned formerly known as B. KASHALAH wish to be known in future as B. KASI REDDY in all my future dealings.

## CHANGE OF NAME

"Sri M. MUDDARANGAIA, son of Sri MARIAPPA, henceforth has been changed as Sri DEVADAN MADAN RAJ in all official records."

## CHANGE OF NAME

Here-in-after, I shall be known for all purposes as:—"Jagannath Ramchandra Veer" in place of "Kisan Ramchandra Veer".

KISAN RAMCHANDRA VEER

## CHANGE OF NAME

I, DWARKANATH ARORA s/o L. Kishan Chand of Income-tax Deptt. have changed my name to DWARKA NATH SACHDEVA.

## CHANGE OF NAME

From—BHIKU HARIBA SHINDE.

To—MAHADEO HARIBA SHINDE.

## CHANGE OF NAME

The public are hereby informed that my correct name is Mohiuddin-Mahaboop and not Mohiuddin Mohiuddin as now maintained in the records of the Central Railway where I am working. Arrangement to get the Railway records altered is being made.

Lallaguda.

28th February 1957.

## CHANGE OF NAME

It is hereby notified that MAHADU CHIMAN KOTWAL has changed his name to APPA CHIMAN KOTWAL.

## CHANGE OF NAME

Be it known to all that I Bhoja Ram Narang, S/o Shri Jiwan Dass Narang, Steno, Baroda House, New Delhi, has changed my name to Balwant Rai Narang.

## CHANGE OF NAME

P. K. Chellappan, Typist, Chief Mechanical Engineer's Office, Southern Railway, Ayanavaram, Madras 23, has relinquished and abandoned the use of the name P. K. Chellappan and that in place thereof he has assumed the name of Patrick Kennett Francis consequent on embracing Christianity (R.C.).

## CHANGE OF NAME

I, Ganga Ram S/o Ram Sunder Shukla, T.W.M. of Central Telegraph Office, New Delhi henceforth be known as Ganga Parshad Shukla S/o Ram Sunder Shukla.

## CHANGE OF NAME

I, S. Krishna Moorty, Wheel Taper, B.P. No. 510, Southern Railway, Vijayawada, declare that I have changed my Surname as "Madiri".

MADIRI KRISHNA MOORTY

## CHANGE OF NAME

Natabar Behera S/o Late Kambu Behera T.No. 12786, S.E. Rly. Kharagpur W/s, shall henceforth be known as Balakrishna Naik.

## CHANGE OF SURNAME

I have changed my surname "Kaivarta" to "Das" by an affidavit duly sworn before the First Class Magistrate of Dimapur Court District Naga Hills on 11th March 1959. Henceforth I shall be known as Dimbeswar Das instead of Dimbeswar Kaivarta.

DIMBESWAR DAS  
Postal Clerk  
Manipur Road, P.O.

## NOTICE

In the matter of Indian Machine Tool Manufacturing Co. Ltd. (In Liquidation)

Notice is hereby given that the Official Liquidator, High Court, Calcutta, by an order dated the 11th day of December 1958 has been appointed Official Liquidator of the abovenamed Company.

Dated this 20th day of October 1959

R. GOHO

Official Liquidator  
High Court, Calcutta

## NOTICE

In the matter of the Companies Act, 1956, and in the matter of National Horse Breeding and Show Society of India

Members Voluntary Winding up  
Notice of appointment of Liquidators pursuant to Section 516 of the Companies Act, 1956

Take notice that by a special resolution passed at an Extraordinary General Meeting of the above named Society held on 6th November 1959, in the matter of the Members Voluntary Winding up of the said Society we the undersigned were appointed liquidators of the said Society with power to each of us to act alone.

Dated the 16th day of November 1959

J. L. BHATIA

G. P. ADVANI

K. R. ALPAIWALLA

## NOTICE

At an Extraordinary General Meeting of NATIONAL GODOWNS PRIVATE LIMITED, 65, G. B. Road, Delhi, duly convened and held at 23 Curzon Road, New Delhi, on the 17th November 1959, the following resolutions were passed as Special Resolutions:

1. Resolved unanimously that the company be wound up voluntarily forthwith by the members of the company as it is not functioning since about the middle of 1956.
2. Resolved unanimously that Shri Lal Bahadur of M/s Lall & Co., Chartered Accountants, Chandni Chowk, Delhi, be appointed as Liquidator of the company on a fixed remuneration of Rs. 50.

LAL BAHADUR  
Vol. Liquidator  
C/o Lall & Co.,  
Chartered Accountants  
Chandni Chowk  
Delhi

